

Illinois Department of Transportation

Advertisement for Land Acquisition Services

Project Reference # DOT19-LAC-D1-01

District District 1

Advertisement Date September 28, 2018

Contract Duration 36 Months

DBE Participation 20%

Subcontracting Yes

Joint Ventures No

Estimated Cost \$400,000

Number of Contracts
to be Awarded 1

Option to Renew NO

Vendor Presentation NOT Required to make a presentation of the
PROPOSAL.

Mandatory Vendor Conference Not Required

Date Proposal Due October 24, 2018

Time Proposal Due 1:00 PM

Please note: Within 30 days after receiving award of a CONTRACT, the CONSULTANT shall furnish a Quality Assurance Plan to the DEPARTMENT for approval.

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LAND ACQUISITION SERVICES TO BE PROVIDED

PROJECT MANAGER

The CONSULTANT shall establish a Project Manager who will be knowledgeable and responsible for all land acquisition activities assigned projects by the DEPARTMENT. The main duties of the Project Manager may include:

- Be the liaison between the DEPARTMENT and the CONSULTANT and coordinate all daily project activities of the CONSULTANT.
- Understand the scope of work for each work order and the associated deadlines/timeframes the DEPARTMENT needs to meet.
- Assign work to appropriate staff.
- Coordinate all deliverables, keep project on schedule and maintain the channels of communication between the DEPARTMENT and the CONSULTANT.
- Provide the appropriate staff and SUBCONSULTANTS that have knowledge of and will follow the DEPARTMENT'S Land Acquisition Policies and Procedures Manual (LAPPM).
- Submit accurate invoices that have documentation to support the invoiced amount.
- Ensure CONSULTANT's and SUBCONSULTANT's prompt and efficient performance.
- Provide QA/QC oversight.
- Provide proposed project time line with milestones on delivery, as requested.
- Attend project kick-off meeting(s) and project status meeting(s), as requested.
- Provide construction plan review and comments when needed.
- May be required to estimate the Right of Way Program for the DEPARTMENT.
- Provide support to DEPARTMENT'S District Land Acquisition Management staff.

KNOWLEDGE / EXPERIENCE / LICENSE

The Project Manager shall have no less than 5 years of knowledge and experience in all aspects of eminent domain land acquisition process. Number of years experience working on DEPARTMENT projects, listed on resume, may be considered as part of the evaluation criteria.

COMPENSATION

Compensation for the Project Manager duties and responsibilities shall be paid for at the per hour Contract hourly price for PROJECT MANAGER.

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SPECIALTY REPORTS

The CONSULTANT shall provide for Specialty Reports to be performed in accordance with the Land Acquisition Policy and Procedures Manual (LAPPM) and upon approval of the DEPARTMENT.

A Specialty Report may require work to be performed by a Specialty Agent, typically a Professional Engineer, Professional Structural Engineer, Professional Land Surveyor, Architect, or appropriately licensed person in that specific field where more investigation/study is required to complete the valuation of a parcel. A Specialty Agent may be employed by the CONSULTANT, who must certify that a bona fide employee working solely for the CONSULTANT assisted in preparations of the report.

If the CONSULTANT does not have a qualified Specialty Agent to perform the required task, the CONSULTANT may then employ the services of a SUBCONSULTANT, whom must be approved by the DEPARTMENT.

The Specialty Agent shall make sufficient inspection of the properties and make such investigations and studies necessary to derive sound conclusions to support the Specialty Report.

It is the Specialty Agent's responsibility to ensure that all items affecting the value of the parcel have been considered in the specialty report.

It may be necessary for a completed Specialty Report to be updated or revised due to a change in the ROW plat or due to new information provided by the DEPARTMENT. These updates or revisions will be assigned to the CONSULTANT in a separate work order as the need arises.

The Specialty Report, and if required, an updated or revised specialty report, shall be deemed complete when an acceptable Specialty Report is submitted by the CONSULTANT and approved by the DEPARTMENT.

KNOWLEDGE / EXPERIENCE / LICENSE

The Specialty Agent shall have no less than 5 years of knowledge and experience in their specialty field. Number of years experience working on DEPARTMENT projects, listed on resume, may be considered as part of the evaluation criteria.

The Specialty Agent shall be licensed and registered in the state of Illinois in their respective specialty fields: examples (Professional Engineer, Professional Structural Engineer, Professional Land Surveyor, Architect)

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COMPENSATION

Compensation for each specialty report shall be paid for at the Contract price each for SPECIALTY REPORT.

Compensation for each updated or revised specialty report shall be paid for at the Contract price each for UPDATE OR REVISION TO SPECIALTY REPORT.

Compensation for appearances in court and/or pretrial conferences, which include depositions, may be required for the specialty report services requested herein. The time spent at such appearance or appearances shall be made upon request of the DEPARTMENT or its trial counsel and shall be paid for at the Contract hourly price for COURT APPEARANCE.

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EVALUATION OF PROPOSALS BASED ON THE FOLLOWING

Proposals will be evaluated on both the ability to provide the land acquisition services and price.

There will be a total of 1500 points attainable for each proposal. There will be 1250 points attainable for the ability to provide the land acquisition services and 250 points attainable for price.

DBE Firm Names will need to be identified along with the land acquisition services they will be providing and the percentages of work to be performed if DBE participation is required in Advertisement.

Known subconsultants shall be identified, along with the type of service, if the work is anticipated to be over \$50,000.

Scoring for the ability to provide the land acquisition services and price are shown in the following table:

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TOTAL POINTS - CATEGORY ADVERTISED	ABILITY TO PROVIDE SERVICES	PRICE
PROPOSED POINT TOTALS:	1250	250
APPRAISAL REPORT		
Non-Complex Appraisal Report		
Update to Non-Complex Appraisal Report		
Complex Appraisal Report		
Update to Complex Appraisal Report		
APPRAISAL CERTIFICATION REPORT		
Non-Complex Appraisal Review		
Update to Non-Complex Appraisal Review		
Complex Appraisal Review		
Update to Complex Appraisal Review		
SPECIALTY REPORT		
Specialty Report	1000	200
Update to Specialty Report		
NEGOTIATION		
Negotiation		
Update to Negotiation		
RELOCATION & RELOCATION PLAN		
Relocation Plan		
Relocation Plan Addendum		
Residential Relocation		
Update to Residential Relocation		
Non-Residential Relocation		
Update to Non-Residential Relocation		
PROJECT MANAGER	250	50
APPRAISAL MANAGER		
APPRAISAL TRAINER		

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PROPERTY MANAGER

BIDDING INFORMATION

The Illinois Department of Transportation is requesting proposals from responsible consultants to meet the State's needs. If you are interested and able to meet these requirements, please submit a proposal.

For information to submit a proposal proceed to the following web address and click on the **"Interest"** tab: <http://www.idot.illinois.gov/doing-business/procurements/land-acquisition-services/index>

- Proposals are submitted electronically as PDF's, directions found on the website above.
- Three separate electronic submittals are required as detailed above, via the "Interest" tab include:
 - 1) PROPOSAL
 - 2) DISCLOSURES
 - 3) SEALED PRICE

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- 1) **PROPOSAL:** electronic submittal requirements, with detailed directions found on the website above, should include the following:

	Table of Contents
	Technical Approach
	Technical Experience
	References
	Personnel Resumes
	Subconsultant Resumes
	Organizational Chart
LA-RFP-01	Proposal to the State of Illinois
LA-RFP-02	Business and Directory Information
LA-RFP-04	Sub-Consultant Standard Certification
LA-RFP-05	Disadvantaged Business Enterprise Performance
LA-RFP-06	Political Contributions
LA-RFP-07	Approved Subcontractors

- 2) **DISCLOSURES:** electronic submittal requirements, with detailed directions found on the website above, should include the following:

LA-RFP-03	Disclosures and Conflicts of Interest
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- 3) **SEALED PRICE:** electronic submittal requirements, with detailed directions found on the website above, should include the following:

LA-RFP-08	Hourly Pricing Compensation
LA-RFP-09	Unit Pricing Compensation

Please review the “Requirements for Submitting Proposals” - at following website link:
<http://idot.illinois.gov/Assets/uploads/files/Doing-Business/Laws-&-Rules/Highways/Land-Acq/Requirements%20for%20Submitting%20Proposals.pdf>

Please review the “Standard Agreement Provisions for Land Acquisition Services” – at following website link: <http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Directories/Agreements/Highways/Land-Acq/Standard%20Agreement%20Provisions%206-3-15.pdf>